

## JAILER II STUDY GUIDE

A written examination for the class of **JAILER II** to be administered in **HAMMOND** on **SEPTEMBER 1, 2016**, will consist of approximately **100** multiple-choice questions. The examination will test your knowledge in the following subject areas:

SUBJECT AREA/KNOWLEDGE	APPROXIMATE % OF EXAM
<b>MANAGEMENT OF A JAIL FACILITY</b>  Knowledge of the principles used to effectively manage a jail facility, involving observing and evaluating the operations of the facility; setting task priorities, outlining responsibilities and duties for subordinates, and recommending changes in policy; and knowledge of inventory procedures in order to distribute supplies and equipment to employees in accordance with department policy and purchasing.	<b>14.0%</b>
<b>RECORDS/REPORTS</b>  Knowledge of effective records-keeping practices, including preparation, content, format, control, and retention, and knowledge of effective report preparation procedures requiring the ability to compose complete sentences, use correct grammar and punctuation, organize ideas in logical sequence, and related skills.	<b>11.0%</b>
<b>SUPERVISION</b>  Knowledge of the practices and techniques used in effective supervision in order to plan, organize, direct, and evaluate the work of subordinates; and to counsel employees.	<b>22.0%</b>
<b>PUBLIC RELATIONS</b>  Knowledge of effective public relations practices which foster a positive public image of the department through contact with other agencies, and the public.	<b>7.0%</b>
<b>JAIL OPERATION</b>  Knowledge of the practices utilized in the daily operation of a jail facility, including booking, jail security, maintenance of facility, and providing for daily needs of prisoners.	<b>46.0%</b>

## REFERENCE LIST

While the entire list of reference material will be useful to you in your preparation for the upcoming examination, the **majority** of test questions are sourced from those references listed under the Primary List.

### PRIMARY REFERENCE MATERIAL

**JAIL OFFICER'S TRAINING MANUAL**, National Sheriff's Association, 1450 Duke Street, Alexandria, VA 22314-3490, 16th printing, 2008.

**EFFECTIVE SUPERVISORY PRACTICES/Better Results Through Teamwork**, 777 North Capitol, Washington, DC 20005, 4th ed, 2005. (NOTE: May also be obtained through LSU Firemen Training Program).

**FIRST/SECOND LINE JAIL SUPERVISOR'S TRAINING MANUAL**, National Sheriff's Association, 1450 Duke Street, Alexandria VA 22314-3490, 1989.

**SUPERVISION OF POLICE PERSONNEL**, Iannone N. F., Pearson Education, Upper Saddle River, NJ 07458, 8th ed., 2014.

The local civil service board should make this study guide available to all applicants in whatever manner the board deems appropriate.

While there are no provisions requiring this office to provide study guides for any competitive or promotional examinations, such material will be provided as a service to assist applicants in preparing for an examination. The State Examiner's office has no control whatsoever over the local availability of reference material (mentioned in the study guides), nor do we feel constrained to limit examination questions to only that material which is available locally. Examination content, weighting of subject areas, and length of examination, may vary with each administration of an examination to reflect any updated job analysis information. Percentages and numerical estimations are provided as approximations.